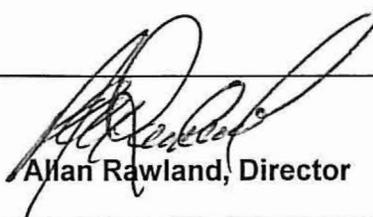


**County Of San Bernardino
Department of Behavioral Health**

Monitoring and Authorizing of Out-of County Medi-Cal Children Procedure

Effective Date 3/09/07
Approval Date 3/09/07


Allan Rawland, Director

Purpose To ensure compliance and inform staff of the procedure for monitoring and authorizing services to Out-of-County Medi-Cal children.

Staff Responsibilities Monitoring and Authorization procedures:

Mental Health Program (MHP)	<ul style="list-style-type: none"> • Monitor the contract for Value Options and the contractors for Therapeutic Behavioral Services (TBS) for children under age 21. • Use the DBH Quality Improvement (QI) Plan Monitoring Activity tool (see Attachment I) to conduct monitoring of MHP provider sites. 						
Value Options	Value Options is responsible to provide specialty mental healthy service authorization to full scope Medi-Cal beneficiaries (ages 0-18) placed in out of County group home, foster home and adoption and kinship placements. Services include individual, group, family and medication support.						
Access Unit	<ul style="list-style-type: none"> • Use the Treatment Authorization Request (TARs) forms to authorize services. • Authorize all services requested for TBS, Day Treatment Intensive, and Day Rehabilitative services. • Receive TARs and supporting documentation from Providers via fax. • Has 14 calendar days to determine if the paperwork documents medical necessity and approve, deny, or modify the authorization request. 						
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%; text-align: left;">IF</th> <th style="width: 50%; text-align: left;">Then</th> </tr> </thead> <tbody> <tr> <td>The authorization is denied or modified</td> <td>A Notice of Action is given to the provider and beneficiary.</td> </tr> <tr> <td>Additional information is needed from the provider</td> <td>An extension of up to 14 calendar days can be given and a letter to the beneficiary stating this.</td> </tr> </tbody> </table>		IF	Then	The authorization is denied or modified	A Notice of Action is given to the provider and beneficiary.	Additional information is needed from the provider	An extension of up to 14 calendar days can be given and a letter to the beneficiary stating this.
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Additional information is needed from the provider	An extension of up to 14 calendar days can be given and a letter to the beneficiary stating this.						
<ul style="list-style-type: none"> • Fax the authorization approval and/or Notice of Action to the provider and beneficiary. • Store the information in the computer using the Ecura database. 							

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Contract Monitors

Quarterly submits the QI Plan Monitoring Tools and a summary of findings to the Quality Management Divisions (QMD).

Quality Improvement Reviewers

- Document findings in the audit tool
 - Audit reports annually
 - Submit the QI Plan Monitoring Tool to QMD, upon completion of each scheduled audit.
 - Report findings to the Quality Management Committee.
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